

APPLYING FOR A TECHNICIAN POSITION WITH THE NORTH DAKOTA NATIONAL GUARD

IMPORTANT: Please read this page before you submit your application!
YOU MUST BE AWARE OF THE CONTENTS OF THIS INSTRUCTION SHEET
TO COMPLETE YOUR APPLICATION PROPERLY.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. The HRO is not responsible to inform you that your packet is incomplete. However, the Human Resource Office is available during normal working hours to review your application. Call (701)333-3365 (Bismarck) or (701)451-2267(Fargo) to set up an appointment. Once the vacancy announcement has closed, no further amendments/attachments may be added to the application.

At a minimum, your packet must include the following information.

1. A resume, **OR** OF 612. (Please do not use the ND State Application Form or NGB 34-1, Application for Active Duty Tour (AGR))
Applications must be submitted in hardcopy format with original signature. Email or diskettes will not be accepted as a complete application.
2. **Announcement number** and **title of the position** for which you are applying.
3. Your **full name**, **mailing address**, and **appropriate phone number(s)**.
4. Your **military grade**, **unit of assignment**, and **MOS/AFSC**.
5. Your **Social Security Number** and **Birth Date**.
6. A typed or neatly printed **detailed narrative** of your work experiences (paid or unpaid), training, education, and/or other information that relates to the position advertised. Use **complete dates** to indicate the amount of experience you have. A **complete date** consists of MM/DD/YY. If written as MM/YY, then credit can only be given for the last day of the month to the first day of the month (i.e., 12/97 to 4/98 would be credited as 12/31/97 to 4/1/98); by giving just years (i.e., 1998-1999) credit will only be given from 12/31/98 to 1/1/99. Include pertinent military experiences, describe duties in your own words. **The Qualification process will grant credit only for sufficient information.** You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, including time frames. **REMEMBER: COMPLETE DATES MUST BE USED.**
7. **Method of Evaluating Qualifications:** Candidates are evaluated on the Knowledge's, Skills and Abilities (KSAs) listed on the reverse of the vacancy announcement. **Failure to address the KSAs may deem the applicant not qualified for the position.** In addressing each KSA you should describe, accurately and completely, the tasks, activities, education, and experience which demonstrates the KSA. Include all military experience (Active Duty and Reserve Component), qualifications or training in a MOS/AFSC. Be specific as to the MOS/AFSC you possess and number of months experience. The number of months of actual experience is the qualifying factor. Education may be substituted and combined with experience as defined in the Education Substitution section of the announcement.
8. If you have completed any **COLLEGE COURSES** and you feel that it will help you qualify, **you may include copies of your COLLEGE TRANSCRIPTS WITH THE APPLICATION. IF A TRANSCRIPT IS REQUIRED IT WILL BE STATED ON THE POSITON VACANCY ANNOUNCEMENT.**
9. **DO NOT** use Appraisals or Appraisal Standards as proof of your experience.
10. **DO NOT** use binders, folders, or notebooks when you turn in your application.
11. Regulations require original signature and date on all applications. **LACK OF A SIGNATURE CONSTITUTES AN INCOMPLETE APPLICATION.**
12. The original application must be received in the HRO **not later than** close of business on the closing date. **Government postage or envelopes WILL NOT be used to submit applications.**
13. **Acceptance of a Permanent or Indefinite Appointment with the NDNG will terminate enrollment in the Tri-Care Reserve Select Health Benefits program. Federal Law does not permit employees who are eligible for Federal Employee Health Insurance to carry Tri-Care Reserve health insurance.**

EXPLANATION: An EXCEPTED position is exempt from normal procedures used in hiring for Federal Civil Service in that applicants are neither formally tested nor obtained from a register. EXCEPTED Technicians, during the course of employment, will receive the same benefits as all other Federal employees, including coverage under the Civil Service Retirement System or Federal Employees Retirement System. EXCEPTED Technicians are required to wear appropriate military uniform, and must become active members of the North Dakota National Guard. An INDEFINITE appointment may be terminated at any time with a 30-day notice.

Applications of non-selected applicants will not be returned, and will not be transferred to another vacancy file. A new application must be submitted for each vacancy.

DO NOT FORGET TO KEEP A COPY OF YOUR APPLICATION.